

WAIVER PROCEDURES FOR BROKER EXAMINATION APPLICANTS USING ALTERNATE EXPERIENCE/QUALIFICATIONS

RCW 18.85.090 provides that an applicant for real estate broker examination meet certain experience and educational qualifications. The applicant may qualify, upon approval of the Director, by having similar qualifications, or by practical experience in a business related to real estate. **THE CLOCK HOUR REQUIREMENTS CANNOT BE WAIVED.**

The following guidelines are provided as examples of experience which may qualify in lieu of two years of full time sales experience:

- (1) Post-secondary education with major study in real estate together with one year experience as a real estate salesperson or one year experience under the provisions of subsections (2) - (7) below.
- (2) Experience as an attorney at law with practice in real estate transactions for not less than one year.
- (3) Five years' experience, with decision responsibility, in closing real estate transactions for escrow companies, mortgage companies, or similar institutions.
- (4) Five years' experience as an officer of a commercial bank, savings and loan association, title company or mortgage company, involving all phases of real estate transactions.
- (5) Five years' experience as a real property fee appraiser or salaried appraiser for a governmental agency.
- (6) Five years' experience in all phases of land development, construction, financing, selling and leasing of residences, apartments or commercial buildings.
- (7) Five years' experience in real estate investment, property management, or analysis of investments or business opportunities.

All time periods suggested in these guidelines shall be within the last seven years prior to the date of application.

In order to be considered for a waiver, the following items must be submitted to Department of Licensing, PO Box 9021, Olympia WA 98507-9021.

1. A letter requesting approval of alternative qualifications or experience and indicating the basis for such approval.
2. A detailed personal history or work resumé.
3. A letter from each of five business associates describing from personal knowledge the qualifications and experience of the applicant. (*NOTE: Letters should be written by the business associates in their own words. Form letters written by the applicant are not acceptable.*)
4. Proof of completion of 120 clock hours of instruction in real estate. Instruction must include one course in Brokerage Management, one course in Real Estate Law, one course in Business Management and one elective course. Each course must be at least 30 clock hours in length and include a comprehensive examination. **COURSES MUST BE COMPLETED WITHIN FIVE YEARS PRIOR TO APPLYING FOR THE EXAMINATION.** Courses are available at community colleges and proprietary schools. Proof of clock hours should be submitted to our office in the form of a COPY of grade report, transcript or certificate of completion. **NOTE:** If you have completed courses from an institution of higher education, or degree granting institution, you may wish to provide our office with copies of these courses, to be considered for substitution of the required courses. Under the substitution provision, the courses are **not** required to fall within the normal 5 year time frame.

5. Proof of graduation from high school, GED, or college.
6. Completed ASI examination document for broker examination as provided by the Real Estate Licensing Unit. This document can be found in the enclosed Candidate Guide booklet. **DO NOT SUBMIT EXAMINATION FEE TO THIS OFFICE.** (*For waiver candidates, the form requires only that you print your name on the appropriate line in the bottom portion of the form.*)
7. Signed statement acknowledging your understanding of the waiver WAC (*this form*).

If you wish, you may have your qualifications reviewed **before** taking your 120 clock hours of education.

PLEASE NOTE: APPROVAL OF YOUR WAIVER CANNOT BE ACCOMPLISHED AT OUR OFFICE COUNTER.

After the Department of Licensing has determined eligibility, the approved application will be returned to the candidate. Approved candidates should follow directions in the candidate handbook to register for an examination.

IMPORTANT INFORMATION! PLEASE READ CAREFULLY

- **PLEASE DO NOT MAKE AN EXAMINATION APPOINTMENT UNTIL YOU HAVE RECEIVED YOUR APPROVED CANDIDATE EXAMINATION DOCUMENT FROM THIS DEPARTMENT.**
- **ALLOW 2 WEEKS FOR YOUR WAIVER REVIEW AND NOTE THAT WE CANNOT ISSUE YOUR WAIVER APPROVAL AT OUR OFFICE COUNTER.**



APPLICANT – RETURN THIS PAGE WITH YOUR WAIVER REQUEST. YOUR WAIVER CANNOT BE GRANTED WITHOUT THIS SIGNED DOCUMENT.

WAC 308-124A-040 UNSUCCESSFUL BROKER APPLICANTS — LOSS OF WAIVER

Whenever any applicant for a broker’s license receives a waiver from the requirement of two years actual experience as a full time real estate salesperson based upon approval of alternate qualifications, but subsequently fails to pass the broker’s examination, the applicant shall lose the privilege of the waiver and must satisfy the requirement as provided in RCW 18.85.090.

The real estate broker’s examination is divided into two parts: General and Law. All waiver candidates must pass BOTH parts of the examination on the FIRST attempt. **FAILURE TO DO SO WILL RESULT IN THE LOSS OF THE WAIVER PRIVILEGE.** Therefore, it is important that you do not take the examination until you feel you are **fully prepared.**

Please indicate that you have read and have a clear understanding of WAC 308-124A-040 by signing below. This signed statement must accompany your request for waiver.

X _____
Signature of Applicant *Date*